

## Memorandum

**To:** Finance and Operations Committee

**From:** Michael Pinto, Chief Operating Officer  
Gail Sharry, Executive Director  
Michael Gormany, Budget Director / Acting Controller

**Re:** F&O Agenda Item Request/Approval  
Change Order No. 1 – Food Preparation Supplies for Food Services

**Meeting Date:**

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### **Executive Summary:**

Approval is requested for change order number 1, to RFP 70195061 by and between the New Haven Board of Education (Food Service Division) and Nuovo Venture LLC, P.O. Box 927, Southport CT 06890 to increase compensation for additional supplies related to COVID 19 pandemic.

Original Contract Amount	\$ 50,500
Change Order #1	\$ 35,000
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<b>Total Amount of Contract</b>	<b>\$ 85,500</b>

Funding Source: Food Service, 25215200-56630

During COVID 19, Food Service had to order additional trays for Food preparation and distribution. Nuovo was the only vendor who could supply the tray types needed per their bid specification. The increase is needed to pay for May and June invoices. .

# CITY OF NEW HAVEN CONTRACT CHANGE ORDER (CO)

1	CONTRACT TITLE:									
2	CONTRACT #.:		CO#		CO DATE					
3	CONTRACTOR:					VENDOR CODE				
:4	EMAIL					PROJECT No.:				
:5	CONTRACT START DATE				CONTRACT END DATE:					
6	CONTRACT TERM WILL BE:									
		UNCHANGED	INCREASED	DECREASED	NEW END DATE					
7	FUNDING SOURCE OF CONTRACT:					CAPO #:				
:8	FUNDING SOURCE OF CO					CAPO #:				
:9	ORIGINAL AWARDED AMOUNT									
10	CONTRACT AMOUNT PRIOR TO THIS CO:									
11	AMOUNT OF THIS CO					ACTUAL		ESTIMATE		
						INCREASE		DECREASE		
12	NEW CONTRACT AMOUNT									
13	Is this Change Order a final close-out of the Contract?					YES		NO		
14	Has the cost of this contract been increased from the original amount?					YES		NO		
15	What is the total percentage increase/decrease over the original contract, including the current CO?								%	
16	Is any part of this Change Order outside of the scope of the original bid documents?					YES		NO		
17	Has any of the work described in this Change Order been ordered to be done?					YES		NO		
18	Are there any unit prices or lump-sum amounts in this Change Order that were not taken from the Contractor's original bid for the project? (If the answer is yes, approved quotes and prices, with back-up, must be appended hereto along with certification by the person who approved the reasonableness of the prices.)					YES		NO		

19	COMPANY HOLDING PERFORMANCE BOND: (If Applicable)								
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23			
	<b>Contract Number</b>	<b>CO #</b>	<b>DATE</b>

<b>ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT REMAIN IN FULL FORCE AND EFFECT.</b>		
CONTRACTOR'S SIGNATURE	TITLE	DATE

<b>BY SIGNING BELOW, I <b>HEREBY</b> CERTIFY THAT THIS CHANGE ORDER HAS BEEN REVIEWED BY THE APPROPRIATE PARTIES AND FOUND TO BE IN COMPLIANCE WITH THE RULES, REGULATIONS AND POLICIES OF <b>MY</b> DEPARTMENTAL REQUIREMENTS.</b>	
REQUESTING AGENCY DEPARTMENT HEAD SIGNATURE	DATE
SMALL CONTRACTOR DEVELOPMENT SIGNATURE	DATE
COMMISSION ON EQUAL (CEO) SIGNATURE	DATE
CAPO REVISED AND APPROVED SIGNATURE	DATE
PURCHASING AGENT SIGNATURE	DATE
OFFICE OF CORPORATION COUNSEL: - APPROVED TO FORM & CORRECTNESS.	DATE
CONTROLLER: - CERTIFIED AS TO SUFFICIENCY OF APPROPRIATION OR AVAILABILITY OF FUNDS	DATE

<i>This section is utilized when and as needed:</i>		
24	ENGINEER/ARCHITECT:	COMPANY/FIRM
		DATE